

7-20-07
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**City of Seattle
Department of Planning and Development**

Applicant Services Center (ASC)
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019
(206) 684-8850
www.seattle.gov/dpd



PRELIMINARY APPLICATION FORM
(formerly "Address Records Worksheet")

A Preliminary Application is used to research the history and conditions of a development site, to verify that the provided legal description matches the site, to assign addresses, and to collaborate with other City departments early in the application process. This application form is required for all permit types, except the following:

- Over-the-Counter (OTC) permits
- Subject-to-Field-Inspection (STFI) permits
- Mechanical permits

INSTRUCTIONS:

1. Complete the attached Preliminary Application in full.
2. Submit 2 copies of a site plan (plan size = minimum 8 ½" x 11", maximum 36" x 48"). Preliminary Applications for all projects, including building permits to construct a new principal structure, should provide "preliminary" site plans per CAM 103.

For sites that have a Short Plat (SP) or Lot Boundary Adjustment (LBA) in process, you must include a copy of the Short Plat or Lot Boundary Adjustment with this Preliminary Application Form. If your site has been part of a SP or LBA in the past, include that information in the legal description (for example, Parcel A of SP#2100667).

Sites with more than one building: A Building Identification Plan or Key Plan is required. *Refer to Director's Rule 8-2000* for further information. Single family residences with accessory structures are exempt from this requirement.

Issuance of an A/P (Project) number is not a determination that this Development Site Parcel is a legal building site. An A/P (Project) number is not transferable from one development site to another. A/P (Project) numbers will remain valid for **ONE (1) YEAR** from the date of issuance and will be cancelled if no activity has occurred. Additional A/P (Project) numbers will be issued at permit application intake if necessary.

HOW TO SUBMIT YOUR PRELIMINARY APPLICATION AND FEES:

1. Mail completed Preliminary Application with 2 copies of the site plan to:

Department of Planning and Development
Applicant Services Center
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019

OR



2. **FAX** completed **Preliminary Application** and 2 copies of the site plan to (206) 233-7866. Faxing is only allowed if full site plan can fit on an 8 ½" x 11" or 8 ½" x 14" paper. Piecemeal site plans are not acceptable.

OR

3. **Deliver** completed **Preliminary Application** and 2 copies of the site plan to the Applicant Services Center front desk at 700 Fifth Avenue, 20th floor.

4. **Fees:**

- For projects involving ground disturbance - \$116.25 is due with the Pre-Application Site Visit Request form.
- For projects involving new construction - \$375 is due for the SDOT right-of-way analysis for interdepartmental coordination.



City of Seattle

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Applicant Services Center
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PRELIMINARY APPLICATION

Project Number: _____

Date: _____

1. **Work Site / Tenant Address:** 3801 East Marginal Way South, Seattle WA 98134

2. **Permit Type:**

☐ Construction

☐ Demolition
(Of the entire building)

☒ Grading Only
(Site work)

☒ Land Use (MUP)

Application Type:

☒ Addition/Alteration to Existing Development

☐ Early Design Guidance/Design Review

☐ Construction of a New Building(s)

Project Type:

☐ Commercial (includes mixed use)

☒ Industrial

☐ Institutional

☐ Single Family / duplex

☐ Multi-family: Apartments: # of Units _____

Townhouses: # of Units _____

Future intent to subdivide (i.e. Unit Lot Subdivision) ☐ Yes ☐ No

Existing dwelling units: _____

Dwelling units added this permit: _____

Dwelling units removed this permit: _____

3. **Pre-Submittal Conference Requested?**

☐ Yes

☒ No

If Yes: ☐ Construction Conference

☐ Land Use Conference

☐ Joint Conference

You will need to fill out the Pre-submittal Conference application form.

4. **Description of Work:**

Maintenance dredge up to (but likely substantially less than) 600 CY of accumulated aggregate (sand, gravel, limestone) in 45 by 65 ft area at the barge off-loading facility. Actual dredge amount to be reported in land use application. Dredge area and depth have been previously approved by City, Corps, and WDFW. No native sediments will be disturbed. Dredge area is waterward of approx. -15 ft MLLW.

5. **Building Name** n/a

(If there are more than 2 buildings on site, please fill out. Single family is exempt - leave blank)

6. **Building Identifier(s)** n/a

(DPD assigned building identifier(s))

7.

COMPLETE Legal Description (attach copy if lengthy):

SEATTLE TIDE LDS EXT # 1 9 THRU 16 & 19 THRU 28 & POR VAC ST ADJ LESS ST SUBJ TO ESMT & LOT 14 THRU 33 BLK 385 & POR VAC WYOMING-MONTANA STS ADJ & LOTS 15 THRU 24 BLK 387 & POR VAC WYOMING ST ADJ & LOT 1-2 & 47-48 BLK 388 SEATTLE TIDE LDS REPLAT BLK 388 & VAC 9TH AVE SW ADJ & POR VAC WYOMING AVE ADJ & POR GL #3 SEC 18-24-04 LY N OF N LN OF DAKOTA ST EXTENDED WLY & POR VAC W DAKOTA ST ADJ THOF LESS POR OF LOTS 19 & 20 DAF - BEG AT NXN OF C/L OF VAC S DAKOTA ST & W MGN OF W MARGINAL WAY S TH N 6-36-17 W ALG SD W MGN 151.53 FT TH S 26-23-23 W 43 FT TH N 63-36-37 W 3.50 FT TH S 26-23-23 W 30.73 FT TH S 39-39-56 W 56.82 FT TH S 56-31-11 W 55.36 FT & S 72-52-08 W 39.93 FT TO C/L OF VAC S DAKOTA ST TH E ALG C/L 173.92 FT TO POB

8. **King County Assessor's Parcel Number (APN):** 766670-0350

(King County Assessor's Office 206-296-7300)

9. Are you splitting property? ☐ Yes ☒ No

10. Are you combining properties? ☐ Yes ☒ No

11. Zones and Overlays:

IG 1/U 85, Shoreline UI, Overlays (Archaeological
buffer, Airport height (multiple))

Are there mapped ECA areas for this site?

☒ Yes ☐ No

Type:

Steep slope,
wetland,
liquefaction,
habitat buffer
(note proposed
work is in water
below -10 ft
MLLW)

12. Will there be ground disturbance? ☒ Yes ☐ No

if yes,

☐ Less than or equal to 1 cubic yard

☐ 25 cubic yards or greater

☒ 500 cubic yards or greater

If disturbance exceeds 1 cubic yard, a Pre-
application site visit (PASV) form is required
(Form is attached).

13. Miscellaneous Project Details:

Tenant Relocation Required (TRAQ)?
Development in right-of-way?

☐ Yes ☒ No
☐ Yes ☒ No

14. Related Project /Case Numbers:

Construction #s

Previous or pending
Master Use Permit #s:

3003446 (2005)

250491 (2005)

2201531 (2002)

See attached
DPD website
query for other
projects on site

Case/ Notice of Violation #s:

Shoreline Exemption/
Variance Case #:

see above

ECA Exemption #:

Stop Work Order #:

15. For Preliminary Applications for a Master Use Permit or a Land Use Pre-submittal Conference, please
identify any land use components of your application:

- ☐ No Land Use Components
☐ Admin Cond Use (CAM 211A & B)
☐ Admin Design Review (CAM 238)
☐ Design Review (CAM 238)
☒ Environmentally Critical Area
☐ Variance (CAM 210)

- ☐ Lot Boundary Adj (CAM 213B)
☐ SEPA (for conditioning only) (CAM 208)
☒ SEPA Det. Of Non-Significance
☐ SEPA Det. Of Significance/EIS
☐ Shoreline Conditional Use
☐ Shoreline Development

- ☐ Shoreline Variance
☐ Short Plat (CAM 213A)
☐ Sidewalk Café (CAM 225)
☐ Rezone (CAM 228)
☐ Temporary Use (CAM 206)
☐ Unit Lot Sub (CAM 213A)

☒ Other SEPA exemption - all components identified per previous applications

16. Parking Data:

No. of Spaces Existing

No. of Spaces Proposed

Total

Surface:

n/a

Covered:

n/a

17. Primary Applicant

Primary applicant is property owner ☐ Yes ☒ No

(Please Print)

DPD issued Contact ID for repeat customers: _____

Name: Shelton (Last Name) Melora (First Name)
Company Name: Grette Associates
Mailing Address: 2102 North 30th St, Suite A
City: Tacoma State: WA Zip: 98403
Phone 1: (253) 573-9300 Phone 2: ()
E-mail address: meloras@gretteassociates.com Fax No. (253) 573-9321

18. Owner Information

If the owner is not the primary applicant, this information is required.

(Please Print)

DPD issued Contact ID for repeat customers: _____

Name: Puljan (Last Name) Craig (First Name)
Company Name: Ash Grove Cement Co.
Mailing Address: 3801 East Marginal Way South
City: Seattle State: WA Zip: 98134
Phone 1: (206) 623-5596 Phone 2: ()
E-mail address: Craig.puljan@ashgrove.com Fax No. (206) 623-5255

19. Terms and Authorization

I understand that this form does not constitute a complete application. Other submittal documents may be required for the permit types, such as plans and calculations.

20. Applicant Signature Melora Shelton Date _____

DPD USE ONLY

DV # _____ Lot Size (sq ft): _____

Address Ranges: _____

- | | | |
|---|---|--|
| <input type="checkbox"/> Lot Size | <input type="checkbox"/> Parcel Status | <input type="checkbox"/> Link A/P to Dev Site Parcel |
| <input type="checkbox"/> Zones/Overlays | <input type="checkbox"/> Records Filed At Address | <input type="checkbox"/> Add Building ID to A/P |
| <input type="checkbox"/> APN(s) | <input type="checkbox"/> Address Ranges | <input type="checkbox"/> Add Addressing Review on A/P(s) |
| <input type="checkbox"/> Legal Description | <input type="checkbox"/> Building ID(s) | |
| <input type="checkbox"/> Needs Dev Site (DV); Route for Addressing Review | | |

By: _____

Date: _____

Fee Paid (stamp):

Receipt # _____

**Application Continues on Next Page –
Please fill out Project Characteristics.**

21. Project Characteristics

Indicate if your project includes any of the following characteristics. (Effective September 12, 2006, when you select a characteristic, DPD will notify the applicable city department. This will allow that department to conduct research, coordinate with other departments and prepare requirements for your project. Project requirements will be mailed within three (3) weeks of submitting the Preliminary Application.)

All Projects:

- | | | |
|-----|--|------------------------|
| 1. | <input type="checkbox"/> Category 1: SDOT small projects and medium projects without grading, road width changes, or new drainage | SDOT |
| 2. | <input type="checkbox"/> Category 2: SDOT large projects and medium projects with grading, road width changes, or new drainage | SDOT |
| 3. | <input type="checkbox"/> Project abuts right-of-way that is not fully improved | SDOT |
| 4. | <input type="checkbox"/> Constructing new driveway or sidewalk to existing street or alley | SDOT |
| 5. | <input type="checkbox"/> Right-of-way dedication or building setback from property line | SDOT |
| 6. | <input type="checkbox"/> Project site is located at end of street or requires public utility main extension | SDOT, SPU (DWW) |
| 7. | <input type="checkbox"/> New or replacement of improvements in street or alley; such as pavement, curbs and sidewalk | SDOT, SPU (DWW) |
| 8. | <input type="checkbox"/> Proposing access from an unopened alley or street | SDOT, SPU (DWW) |
| 9. | <input type="checkbox"/> Construction or land-disturbing activity in an ECA, wetland or riparian corridor if in the right-of-way | SDOT, SPU (DWW) |
| 10. | <input type="checkbox"/> New detention or other structures (e.g: retaining walls, vaults) proposed in the right-of-way | SDOT, SPU (DWW, Water) |
| 11. | <input type="checkbox"/> Projects adding or removing street trees or changing size of planting strips | SDOT, SPU (DWW, Water) |
| 12. | <input type="checkbox"/> Need to relocate power poles, utility boxes, manholes, fire hydrants, etc. | SDOT, SPU (DWW), SCL |
| 13. | <input type="checkbox"/> Construction or land-disturbing activity within 300 ft. of ECA, creek, or shoreline | SPU (DWW) |
| 14. | <input type="checkbox"/> Planned facilities may include food processing, food sales or food service establishments. | SPU (DWW) |
| 15. | <input type="checkbox"/> Combined onsite/offsite construction or land-disturbing activity over 5,000 s.f. | SPU (DWW) |
| 16. | <input type="checkbox"/> Combined onsite/offsite construction or land-disturbing activity over 1 sq. acre | SPU (DWW) |
| 17. | <input type="checkbox"/> Long-term or significant dewatering for project | SPU (DWW) |
| 18. | <input type="checkbox"/> Project site contains a low, closed contour without existing drainage | SPU (DWW) |
| 19. | <input type="checkbox"/> Seeking code exception for drainage design | SPU (DWW) |
| 20. | <input type="checkbox"/> Project involves multifamily, commercial, industrial or institutional building | SPU (DWW, Water) |
| 21. | <input type="checkbox"/> Construction over an existing utility and/or an existing utility easement | SPU (DWW, Water) |
| 22. | <input type="checkbox"/> Proposing multiple new buildings or properties (campus style) | SPU (DWW, Water) |
| 23. | <input type="checkbox"/> Council Land Use action (full subdivision, re-zone, council conditional use) or any full subdivision | SPU DWW (Water) |
| 24. | <input type="checkbox"/> No water main in abutting right-of-way, or main less than 8" in diameter | SPU (Water) |
| 25. | <input type="checkbox"/> Project involves installation of a new sprinkler system in a new or existing building, including high rise buildings. | SPU (Water) |
| 26. | <input type="checkbox"/> Seeking code exception for solid waste disposal | SPU (SW) |
| 27. | <input type="checkbox"/> Construction activity will occur 10 feet or closer from high-voltage wires | SCL |
| 28. | <input type="checkbox"/> Proposing 12,000 s.f. or more of commercial, industrial, or residential space | SCL |
| 29. | <input type="checkbox"/> Proposing a structure containing 10 or more residential units | SCL, SPU (Water) |
| 30. | <input type="checkbox"/> Building is a designated City of Seattle landmark | DON |
| 31. | <input type="checkbox"/> Site is located in a landmark or special review district | DON |
| 32. | <input type="checkbox"/> Site is across the street from a designated City of Seattle landmark | DON |
| 33. | <input type="checkbox"/> Site is adjacent to a designated City of Seattle landmark | DON |
| 34. | <input type="checkbox"/> Site has an existing structure 50 years or older that is subject to a SEPA review | DON |
| 35. | <input type="checkbox"/> Vehicular/Pedestrian access is across or abutting a boulevard or park | Parks |
| 36. | <input type="checkbox"/> Project is adjacent to parks or park boulevards | Parks |
| 37. | <input type="checkbox"/> Project drains to or through parks or park boulevards | Parks |
| | <input type="checkbox"/> I elect to opt out of SDOT and SPU right-of-way analysis. | |

Please note: Applicants who opt out of this process are required to sign a waiver.

PRE-APPLICATION SITE VISIT FORM

REQUIREMENTS:

If you are applying for a construction permit (building, demolition, or grading), planning for future construction (land use permit), or removing trees or vegetation; advance inspection of your site by DPD's Site Development Team may be required through a Pre-Application Site Visit (PASV).

Field conditions to be evaluated during the PASV include, but are not limited to:

- Environmentally Critical Areas, such as steep slopes and wetlands;
- drainage patterns;
- large trees;
- existing structures;
- flood plains;
- street curb and abutting property line improvements that might be affected by the proposed development.

Design issues include, but are not limited to, location of existing and new slopes; and structures, such as retaining walls, and their relation to proposed and existing construction.

For construction projects:

- with no ground disturbance*: A PASV is not required.
- on non-ECA sites, with 750 sq ft or less of ground disturbance: a PASV is not required.
- on non-ECA sites, with more than 750 sq ft of ground disturbance: a PASV is required.
- on ECA sites, with any amount of ground disturbance*: A PASV is required.

*"Ground disturbance" includes staging areas. A maximum of 1 cubic yard of hand-dug earth disturbance (roughly the amount of 5 or 6 footings) will be considered "no ground disturbance."

INSTRUCTIONS:

1. Complete attached Pre-application Site Visit Request form. If you have already obtained a project number, please write the number on the Pre-application Site Visit Request Form, "Project Number" line at the top right corner.
2. Complete attached Preliminary Application if necessary (see "Requirements"). If you have already obtained a project number, please write the number on the Preliminary Application, "Project Number" line at the top right corner.
3. Submit a site plan (*refer to the "Preliminary Site Plan" section of CAM 103 for assistance.*) Site plan (plan size = minimum 8 1/2" x 11", maximum 36" x 48") should be a drawing submitted on a separate sheet of paper. You may submit a complete site plan or site survey showing existing conditions and proposed development.

HOW TO SUBMIT A PRE-APPLICATION SITE VISIT REQUEST FORM:

1. Mail completed Pre-Application Site Visit Request Form (see attached) and completed Preliminary Application (see attached) with 2 copies of the site plan and a check for \$116.25 made out to the "City of Seattle" to:

DPD – ASC
700 Fifth Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019

OR

2. **Deliver** completed Pre-Application Site Visit Request Form (see attached) and completed Preliminary Application (see attached) with **2 copies** of the site plan and fee payment to the Applicant Services Center front desk at 700 Fifth Avenue, 20th floor. The Applicant Services Center is open Monday, Wednesday and Friday between 7:30 a.m. and 5:30 p.m. and Tuesday and Thursday between 10:30 a.m. and 5:30 p.m.

The Pre-Application Site Visit Field Assessment and Report is completed by DPD Site Inspectors and is compiled from initial project information submitted by the applicant. Therefore, the report requirement may be subject to additions, changes or modifications requested by DPD when more detailed information is made available by the applicant's application submittal and information received from the general public. The purpose of the report is to alert the applicant that there may be unusual or complex site conditions that trigger added requirements from DPD regarding this project. The applicant shall be responsible to provide the technical reports and exhibits to validate the proposed building site situation.



City of Seattle
Department of Planning and Development
700 Fifth Avenue, Suite 2000, P.O. Box 34019
Seattle, WA 98124-4019
(206) 684-8860



DPD Project Number

Pre-Application Site Visit Request

Project site address: 3801 E Marginal Way South, Seattle WA 98314

Project Type: ☐ Short Plat ☒ MUP ☐ MUP with Demo ☐ Demo ☐ Const ☒ Grading

STFI Status: ☐ Okay to issue in ECA ☐ Not okay to issue in ECA

Mailing Address:

(City, State, Zip) Same as site address

Phone No: (206) 623-5596 Fax No: (206) 623-5355

Project site owner: Ash Grove Cement

Owner's Representative: Craig Puljan

e-mail address: craig.puljan@ashgrove.com

Project description: Maintenance dredge up to (but likely substantially less than) 600 CY of accumulated aggregate (sand, gravel, limestone) in 45 by 65 ft area at the barge off-loading facility. Note that actual dredge amount will be reported in land use application. Dredge area and depth have been previously approved by City, Corps, and WDFW. No native sediments will be disturbed. Dredge area is waterward of approximately -15 ft MLLW.

Proposed excavation, fill and other grading:

See above. Grading is located between approximately -15 and -30 ft MLLW at the waterward end of the offloading facility.

Proposed foundation type(s): n/a

- ☐ Impervious surface area has been added since 1992
☐ Project or site has an approved exemption under Project Number _____
(see attached).

Authorization to conduct Site Visit:

I am the (owner, owner's authorized representative) of the above addressed property and hereby give permission to the City of Seattle, Department of Planning and Development to enter the above addressed property to conduct a Pre-Application Site Visit. I agree to inform the property's tenants, if any, of the site visit. I am aware that if conditions at the addressed site present a hindrance to the inspector, such as uncontrolled dogs or uncooperative tenants, the Pre-Application Site Visit will not be conducted and the scheduled site visit and fee may be forfeited.

Signed: GAB

Dated: 9/11/07

Daytime Phone No.: 206 623-5596

Please circle one of the following:

☒ Owner ☐ Renter/lessee ☐ Vacant
☐ Occupied ☐ Occupied

Pre-Application Site Visit Fee*:

\$ 116.25

ASC Staff: _____

Date: _____

Register Key 665
Component Number 75
Project Code USITEDEV

Fee Paid (stamp):

Receipt # _____

Instructions for completing and submitting:

Pre-Application Site Visit Request Form:

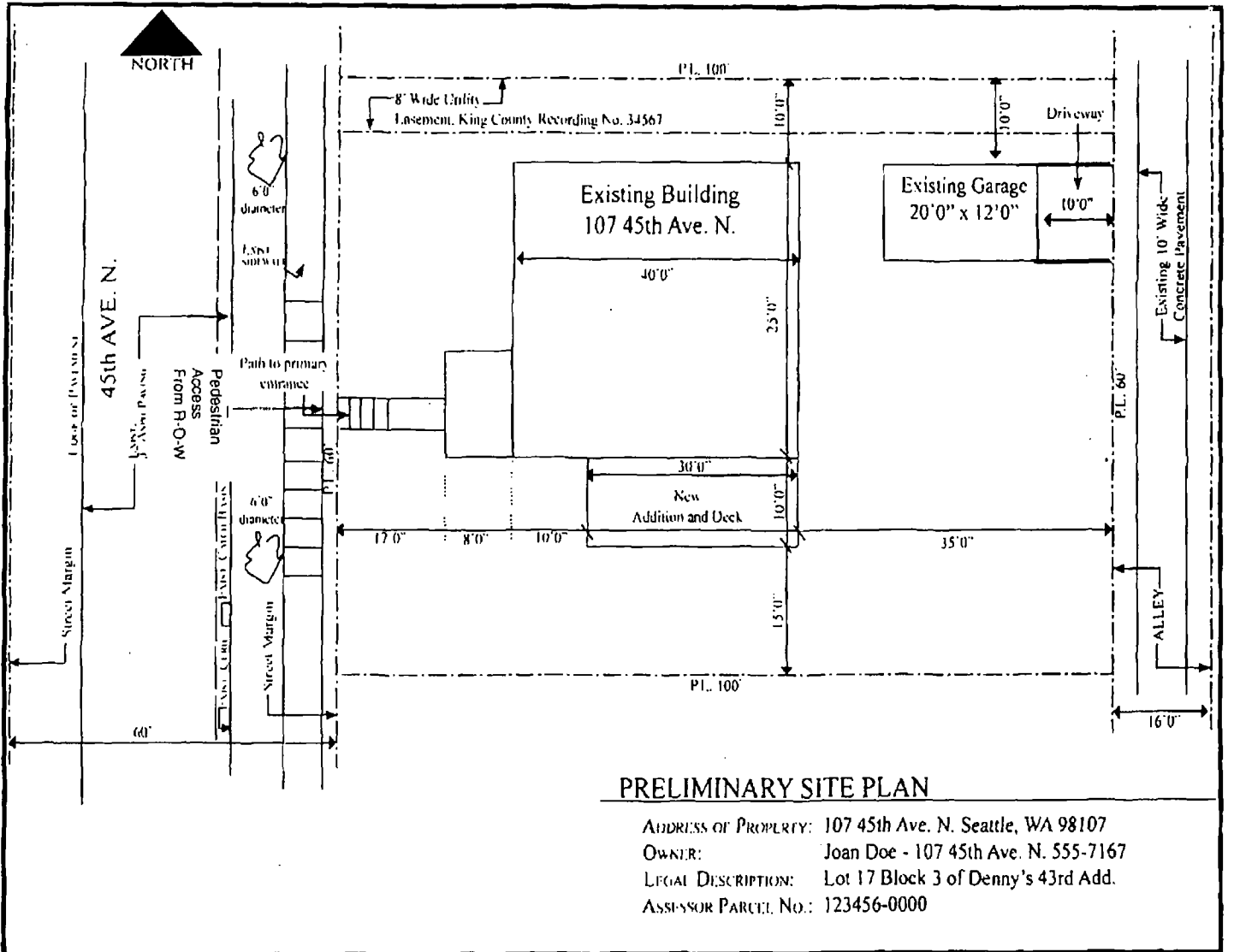
- Fill-out Request Form completely. Be sure to fill-out all the boxes and sign where noted in the Authorization box.
- Request Forms will not be accepted without address and project number.
- Attach a site plan to this Request Form.

Submit Request Form and site plan:

- Bring the Request Form and site plan to the Applicant Services Center (address below); OR
- Mail the Request Form, site plan and a check (payable to "City of Seattle") for \$116.25 to:
City of Seattle
Department of Planning and Development
Applicant Services Center
P. O. Box 34019
Seattle, WA 98124-4019

*NOTE: DPD Staff time spent in excess of ¾ hour will be billed per Director's Rule I-2005.
Please call (206) 684-8860 if you have not received your PASV Report for your project within seven (7) calendar days from the date that the PASV Worksheet was submitted by you to DPD.

PASV form
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Please call (206) 684-8860 if you have not received your PASV Report for your project within seven (7) calendar days from the date that the PASV Worksheet was submitted by you to DPD.